



# California State Fire Training

PO Box 944246, Sacramento, CA 94244-2460

1131 S Street, Sacramento, CA 95814



## Office of State Fire Marshal Application for **FIRE CHIEF CERTIFICATION**

The application form for Fire Chief certification has been designed to solicit specific information related to critical job performance factors for the position of Fire Chief. The first part of the certification process for Fire Chief will consist of an evaluation of your training and experience as detailed in this application. To provide for uniform presentation of data, it is necessary that you submit a completed application form, as well as your resume.

### INSTRUCTIONS:

- A. This application must be completed in type written form. Please feel free to add additional sheets if necessary.
- B. Answer all questions as completely as possible. Failure to do so may result in rejection of the application. **DO NOT STATE "SEE RESUME" IN LIEU OF ANSWERING QUESTIONS ON THE APPLICATION.**
- C. False statements are cause for rejection, removal from the process, or denial or revocation of certification.
- D. This application and all attachments become part of the file for fire chief certification and will not be returned to the applicant.

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Name: \_\_\_\_\_ Phone (home): \_\_\_\_\_

Phone (work) \_\_\_\_\_

Department: \_\_\_\_\_

Address: \_\_\_\_\_

Phone(s): \_\_\_\_\_

Work

Home

Cell

Email: \_\_\_\_\_

Work

Home

## I. EXPERIENCE

Please summarize your experience in the space provided below. If necessary, attach additional sheets. Begin with your present position. Use one sheet of paper for each midlevel management position. **DO NOT PROVIDE EXPERIENCE DATA FOR SUPERVISORY LEVEL POSITIONS AND LOWER.** List all pertinent positions that are relevant to the position of Fire Chief.

Title of Present Position:		From:
Employer Name:		Supervisor:
Address:		Supervisor's Phone:
Number of Employees:	# of Supervisory Levels Below You:	# of Supervisory Levels Above You:
Your Major Responsibilities:		
Approximate Annual Budget and Your Responsibility for Budget Administration:		
To what extent do you hold primary responsibility for determining operating policies, long-range planning, goals, and objectives?		
List examples of written materials you prepare for organization-wide or public distribution and indicate frequency.		
List examples of formal oral presentations you make, indicating audience and frequency.		
Describe complexity of duties and responsibilities required for this position.		

**Ia. ADDITIONAL MIDDLELEVEL MANAGEMENT OR HIGHER EXPERIENCE**

Title of Previous Position:		From:	To:
Employer Name:		Supervisor:	
Address:		Supervisor's Phone:	
Number of Employees:	# of Supervisory Levels Below You:	# of Supervisory Levels Above You:	
Your Major Responsibilities:			
Approximate Annual Budget and Your Responsibility for Budget Administration:			
To what extent do you hold primary responsibility for determining operating policies, long-range planning, goals, and objectives?			
List examples of written materials you prepare for organization-wide or public distribution and indicate frequency.			
List examples of formal oral presentations you make, indicating audience and frequency.			
Describe complexity of duties and responsibilities required for this position.			

## II. EDUCATION

College	City	Major	Units Qtr/Sem	Dates Attended	Degree or Certificate

### IIa. TRAINING

Indicate any related formal or informal training you have received through institutes, conferences, seminars, workshops, and/or professional organizations. You may attach additional pages, if necessary.

Subject	Organization or School	Year	Approximate Hours

### III. PROFESSIONAL ORGANIZATIONS

Give names of professional organizations of which you are currently an active member. Also, indicate any offices held, committees participated in or chairs held.

Organization	Office Held

### IIIa. CIVIC ORGANIZATIONS

Give names of civic organizations of which you are currently an active member. Also, indicate any offices held, committees participated in or chairs held.

Organization	Office Held

#### IV. INVOLVEMENT IN PROFESSIONAL DEVELOPMENT

Describe your experience and involvement in providing course development, classroom instruction, counseling, and/or mentoring of other fire service professionals. Include intradepartmental programs, educational programs at the junior college, state, and national level.

[illegible]

## V. COMMUNITY INVOLVEMENT

Describe any experience or accomplishments in which you have participated in relative to community projects, fundraisers, community promotions, and community interest groups not associated with the fire department.

[illegible]

## **VI. COMPETENCY PROFILE**

### **Governance and Administration**

Governance is defined as the recognition of the authority that allows an organization or agency to legally form and operate. Administration is defined as the activities that carry out the implementation of the policies established by the authority having jurisdiction. Discuss your involvement and level of responsibility during your fire service career in the following areas:

1. Legal establishment of a fire service organization with general policies to guide the agency, approve programs and services, and appropriate financial resources.

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2. The establishment of an administrative structure and environment for achievement of a fire service agency's mission, purposes, goals, strategies, and objectives.

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### **Assessment and Planning**

Assessment and planning is defined as the process(es) used to identify the community's fire protection and other emergency service needs in order to identify potential goals and objectives. Discuss your involvement and level of responsibility during your fire service career in the following areas:

3. Documentation of a community's characteristics and historical data relative to the definition of risks and the establishment of potential organizational goals and objectives.

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4. Assessment of an agency's nature and magnitude of the hazards relative to fire risk.

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5. Assessment of an agency's nature and magnitude of the hazards relative to nonfire risk.

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6. Involvement in a "Strategic" or other form of long term (3 to 5 years in the future) planning process.

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## **Goals and Objectives**

Goals and objectives are incorporated into the services and support services established by the agency to accomplish its assigned mission. Discuss your involvement and level of responsibility during your fire service career in the following areas:

7. Involvement in a stated/written philosophy, general goals, and specific objectives that are consistent with the historical and legal mission of the agency and appropriate for the community.

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8. Involvement in a management process for implementation of goals and objectives.

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9. Involvement in the mission statement that defines the agency's distinctive nature to the community.

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10. Involvement in a process to assess, measure and evaluate the attainment of progress towards completion of specific objectives and over all system performance.

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## **Financial Resources**

The financial resources category is defined as an analysis of the financial condition of an agency to determine its ability to fund operational priorities, its effectiveness in serving the community needs, and its prognosis for long-range quality of service. Discuss your involvement and level of responsibility during your fire service career in the following areas:

11. Involvement in a financial planning and resource allocation process based on agency planning involving broad staff participation.

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12. Financial management of the agency with emphasis on sound budgeting and control, proper recording, reporting and auditing practices.

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13. Appropriate allocation of financial resources to support the established organizational mission, the stated long term plan, goals and objectives, and to maintain the quality of programs and services.

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## **Programs**

This category is defined as the services, activities and responses provided by the agency for the community or facility that are designed, organized, and operated in compliance with the agency's mission, goals, and objectives. Discuss your involvement and level of responsibility during your fire service career in the following areas:

14. Involvement in an adequate, effective and efficient fire suppression program.

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15. Involvement in an adequate, effective, and efficient program directed toward fire prevention, life safety, risk reduction of hazards and fire investigation.

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16. Involvement in a public education program directed toward the agency's mission.

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17. Involvement in a hazardous materials program designed to protect the community from the hazards associated with fires and uncontrolled releases of hazardous and toxic materials.

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18. Involvement in an Emergency Medical Services program providing the community with a designated level of prehospital emergency medical care.

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19. Involvement in a disaster management program designed to protect the community from both artificial and natural catastrophes.

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## **Physical Resources**

"Physical Resources" is defined as the fire stations, training facilities, fire apparatus, and other capital expenditures and outlay that make up the property assets of an agency. Discuss your involvement and level of responsibility during your fire service career in the following areas:

20. Involvement in a fixed facility resources program addressing the design, maintenance, management, and adequacy relative to the agency's goals and objectives.

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21. Involvement in an apparatus resources program addressing the design and purchase of apparatus adequate to meet the agency's goals and objectives.

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22. Involvement in an inspection, testing, preventive maintenance, replacement schedule, and emergency repair program for of all apparatus.

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23. Involvement in an equipment resources program addressing the adequacy, design and maintenance of small tools and equipment.

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24. Involvement in a safety equipment program to meet the agency's goals and objectives and adhere to state and federal regulations.

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## Human Resources

The category of human resources is defined as all aspects of personnel administration except those of training and competency, which are located in Category Eight. The heart of any organization is its people and this category is designed to appraise the importance and results of the human resources program. It is recognized that the completion of the Human Resources section may involve members from other governing entities or other elements of the community. Discuss your involvement and level of responsibility during your fire service career in the following areas:

25. Involvement in personnel administration practices consistent with local, state, and federal statutory and regulatory requirements.

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26. Involvement in a recruitment, selection, retention, and promotion program.

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27. Involvement in a program that documents personnel policies and procedures guiding both administrative and personnel behavior.

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28. Involvement in and utilization of human resources consistent with the organizational mission, goals, and objectives.

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29. Involvement in employer/employee relations.

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30. Involvement in a risk management program designed to protect the organization and personnel from unnecessary injuries or losses from accidents or liability.

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### **Training and Competency**

Training and competency are defined as the specific programs, resources, and capabilities of the personnel within a fire service agency that exist to support the operational programs defined and thereby accomplish organizational purposes. Discuss your involvement and level of responsibility during your fire service career in the following areas:

31. Assessment of the training and education needs and development of a program to address the organizational needs.

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32. Involvement in a program that acquires and maintains training and education resources, printed and nonprinted library materials, media equipment, facilities, and staff in sufficient quantity, relevancy, diversity, and currentness to support the department's needs.

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### **Essential Resources**

Essential resources are defined as those mandatory services or systems required for the agency's operational programs to function. Discuss your involvement and level of responsibility during your fire service career in the following areas:

33. Ensurance of a water supply system designed to distribute adequate volumes of water and pressures to all areas of area served.

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34. Involvement in an adequate, effective, and efficient emergency communications system.

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35. Involvement in an administrative support service component of the organization.

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### **External Systems Relations**

External Systems Relations are defined as the relationships with agencies that act together as an integrated system. Discuss your involvement and level of responsibility during your fire service career in the following areas:

36. Utilization of external agency operational systems in meeting the organization's mission, operations, or cost effectiveness.

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37. Involvement in an automatic and/or mutual aid system.

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38. Maximization of external agreements relative to operational and cost considerations in the area of functional mission responsibilities, i.e., communications, fire prevention, maintenance, purchasing, apparatus and equipment exchange etc.

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## VII. OTHER ACCOMPLISHMENTS

Describe any unusually relevant experience or professional accomplishments that you have not included in other parts of your application that you believe have prepared you to assume the duties and responsibilities of the Fire Chief. Examples include participation in professional organizations, public speaking engagements, professional seminar presentations, participation in advisory committees, leadership roles, etc.

[illegible]

## VIII. PROFESSIONAL REFERENCES

Provide a minimum of six professional references with personal "Letters of Recommendation" of which 50% must be from individuals not associated with the fire service. One reference must be from your immediate supervisor and one from an elected official from your current jurisdiction.

Name:	Title:
Address:	Phone:
Name:	Title:
Address:	Phone:
Name:	Title:
Address:	Phone:
Name:	Title:
Address:	Phone:
Name:	Title:
Address:	Phone:
Name:	Title:
Address:	Phone:
Name:	Title:
Address:	Phone:

I hereby certify that all statements made on this application are true and complete to the best of my knowledge. I understand that any false statements may subject me to disqualification, denial, or revocation of my State Certification for Fire Chief. I hereby authorize the release of any information pertaining to my previous employment and release to you, your organization, or others from any liability or damage that may result from furnishing the information requested. I understand that the California State Fire Marshal's Office and/or his/her designee shall use any such information for the sole purpose of evaluating my qualifications for Fire Chief Certification.

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Date

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Signature